

Using Audacity

To record you will need:

A microphone – either use the built in microphone on your computer or a plug in microphone

Audacity software - You will need to download [Audacity](#) free from the internet

The LAME MP3 encoder - Follow these instructions for [downloading and installing the LAME MP3 encoder](#)

Once you have the microphone plugged in to the computer (or your computer may have an inbuilt microphone), and the software installed, you are ready to begin.

This handout is separated into the following sections:

Recording - how to record an MP3 in Audacity using an external microphone

Editing your recording- how to edit your sound file

Adding music to your recording - adding in more than one soundtrack

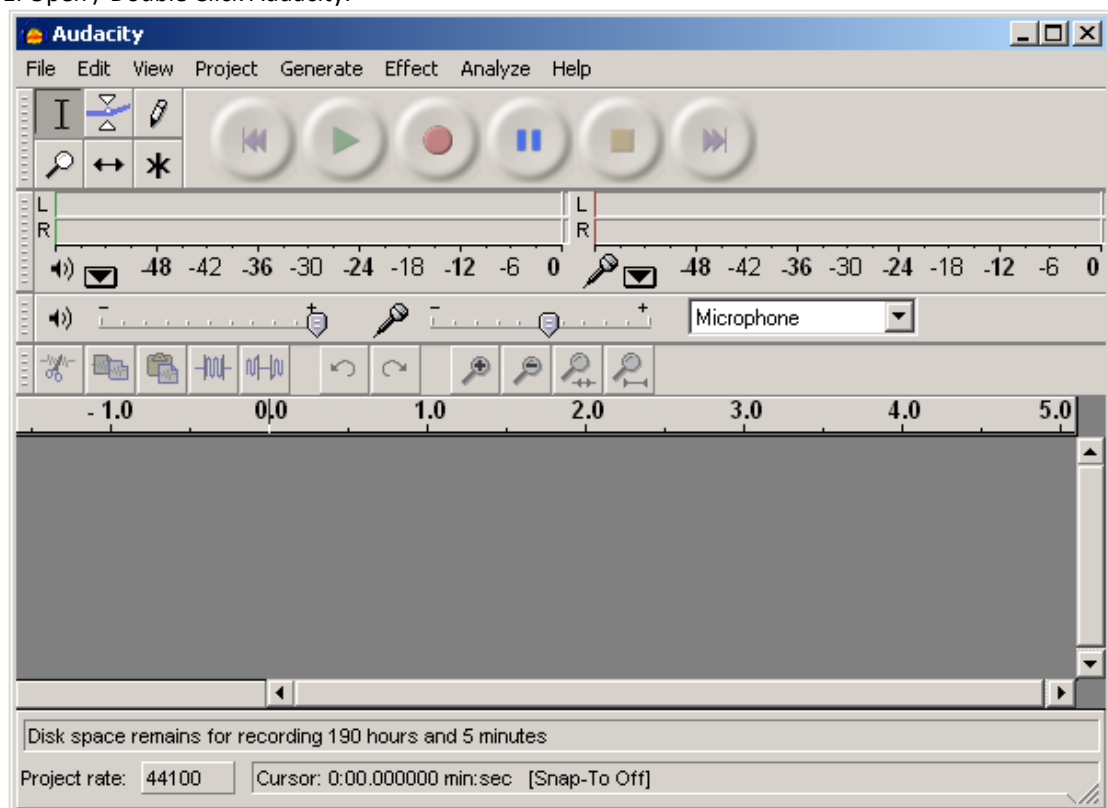
Saving your audio file – saving your audio file as an MP3

Hosting your audio file - how to save your audio file to a free podcasting host site

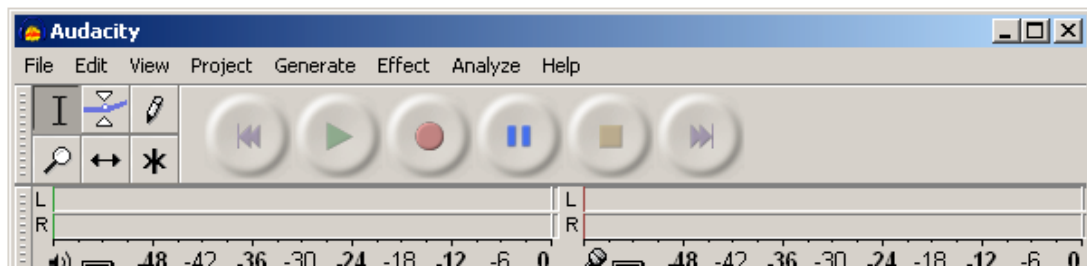
Publishing your podcast – how to publish your podcast onto your website or blog

Recording

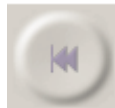
1. Open / Double Click Audacity.



2. At the top of the toolbar you will see buttons are similar to the function buttons of a tape recorder.



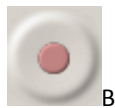
Each button is described below:



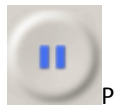
Rewind to the start of the audio track(s)



Play the selected audio track(s)



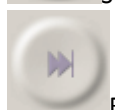
Begin recording audio track



Pause the audio track (s)

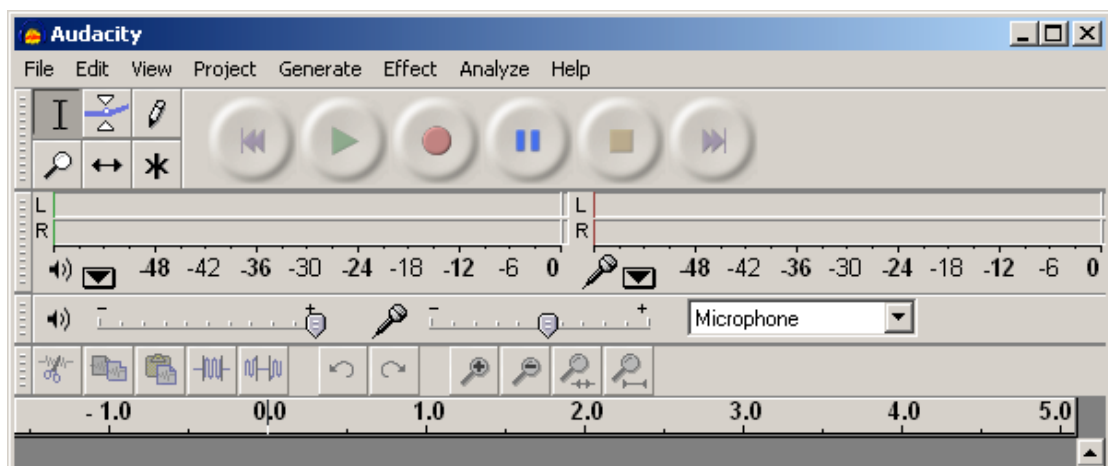


Stop the audio track or recording



Fast forward to the end of the audio track(s)

3. Before recording, make sure that the input is set to Microphone if you are using an external microphone or the default setting if you are using your computer's internal microphone.



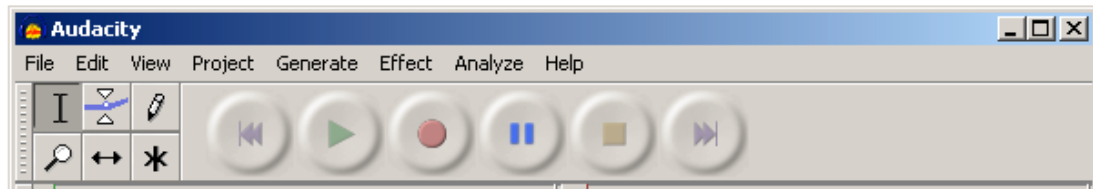
4. To begin recording, click the Record button and speak in to the microphone.


5. When you are through recording your podcast, click the Stop button.


6. To hear the recording played back to you, click the Rewind button and then click the Play button.

Editing your recording

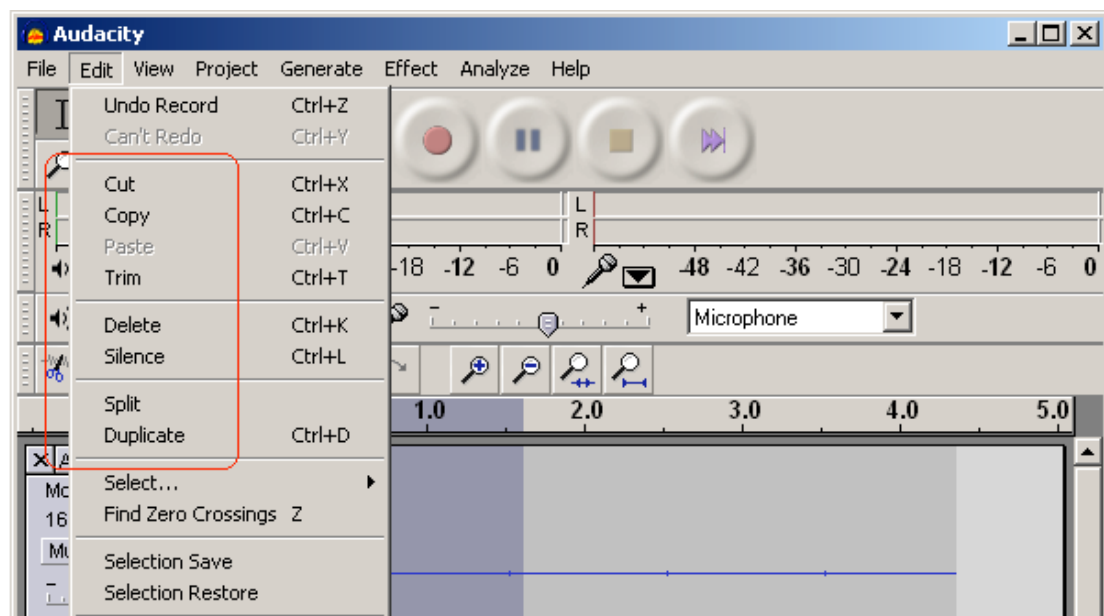
Editing your recording is similar to cut and paste in a word or excel document. Use the cursor tool to select portions of your recording that you would like to edit. The other very useful tool in the editing process is the zoom tool located right below the cursor tool.



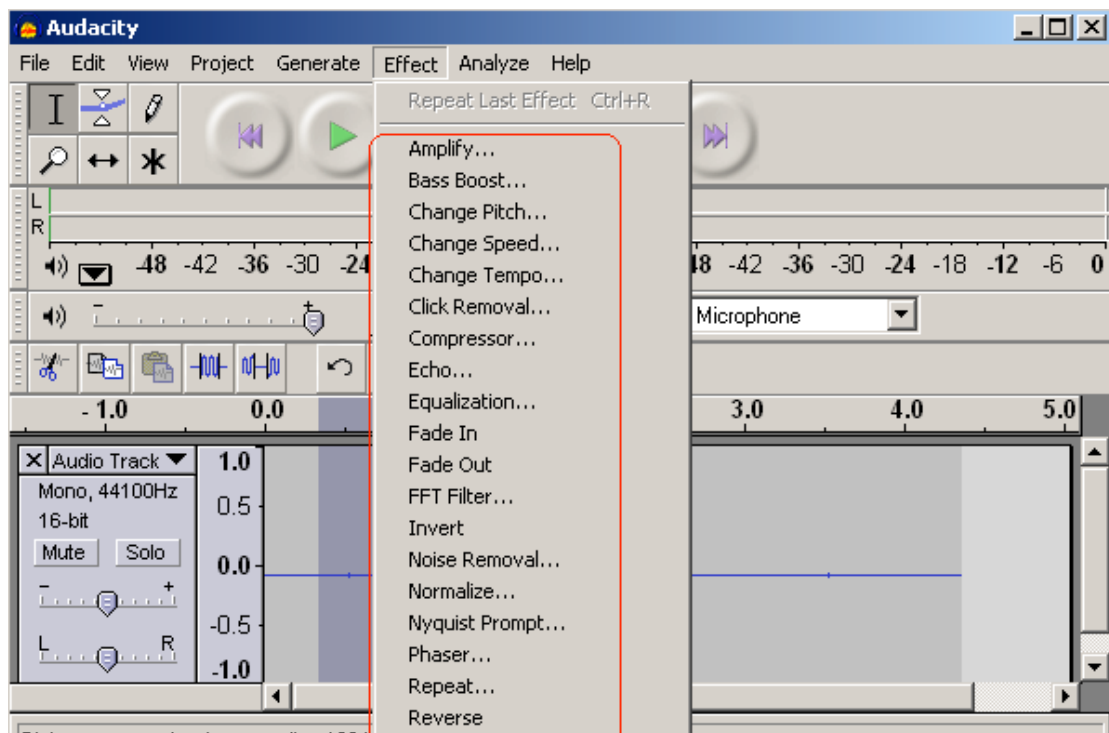
 Cursor tool used to select portions of the podcast

 Zoom in tool to allow more precise editing of your podcast.

1. Open your audio file in Audacity (File -> Open). Select any part of your podcast using the cursor tool. When a portion is selected there will be a shadow over the selected portion.
2. You may now Cut and Paste just like text in a word document or formulas on a spreadsheet. Under the Edit menu, you will find the basic commands.



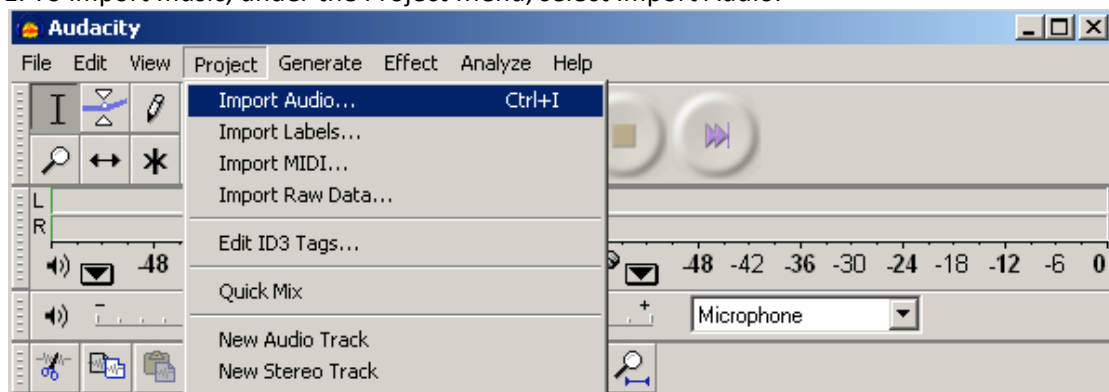
There are also advanced effects that you can choose to apply to any portion of your recording using the selection tool. These effects are found under the Effect Menu.



Adding music to your recording

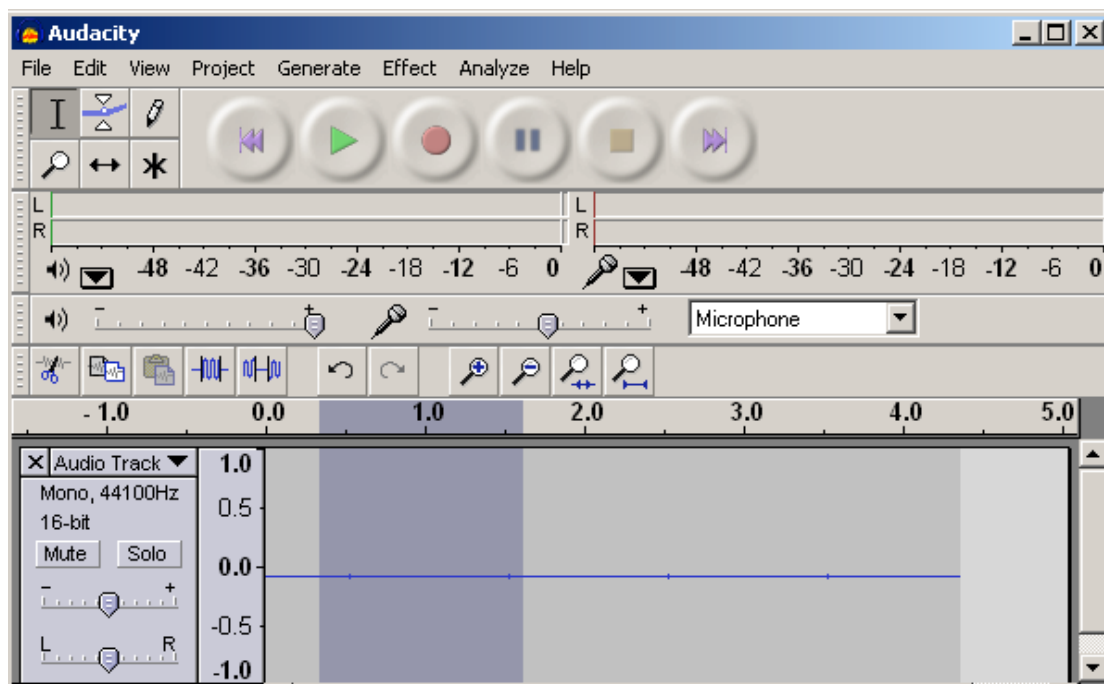
First, you must have a music file to import into Audacity. You can get copyright free music from <http://www.freeplaymusic.com/> or <http://www.garageband.com>, or use your own music but remember you are publishing to the web so you must take note of copyright laws. Audacity will save it as a separate track that you can then edit and incorporate in to your podcast. It is assumed here that your sound track is already open in Audacity.

1. To import music, under the Project Menu, select Import Audio.



A second audio track will now appear on the screen and you can edit this track to select a portion of the music, adjust the volume, or any other effect you choose. Continue to edit until you are happy that the soundtrack and your audio are what you would like to hear.

Note: If you would like to listen and edit one track at a time, you may choose to mute the other tracks with the Mute button located to the left of each audio track.



Saving your audio file as an MP3

If you use the File > Save command, Audacity will save your podcast as an .AUP file. In order to post your audio to a podcasting site you must save it as an MP3 file.

1. Select File > Export as MP3.
2. The very first time you save a file. Audacity will ask for the location of "lame_enc.dll". Navigate to "C:\Program Files\Lame for Audacity", (this is where it will have saved when you downloaded it).
3. Select "lame_enc.dll", then click "Open" and "OK".
4. Note: If you are using Audacity Beta, choose "File > Export", select "MP3 Files" in "Save as type", then export should proceed immediately.
5. You will only have to do this the very first time you export an audio file as an MP3.

Once you save your podcast as an MP3 file, if there were multiple audio tracks, they will be combined into one single track, so any additional editing will be *extremely limited*.

Hosting your podcast

You can choose your own free podcasting host site. I have selected [Podomatic](http://podomatic.com) because it is free of charge, and supplies an ample amount of bandwidth and storage space. You will need to sign up to the host site you chose then upload your MP3's. Ensure you fill out all the fields when uploading you MP3's so that they can be also found easily on iTunes

Other places to host your podcast can be found here:

<http://www.mypodcast.com/create.html>

<http://www.shambles.net/pages/learning/infolit/pcahost/>

Publishing your podcast

Use the embed code generated to insert the podcast onto your blog or website.

If you don't wish to use the code generated you can create your own RSS feed. Two examples of freeware for this are:

http://www.tdscripits.com/webmaster_utilities/podcast-generator.php
<http://www.tolley.info/rssbuddy/index.html>

Podcasting using iTunes

iTunes does not host or cache podcast XML or media files. Podcasters host their own media files and RSS feeds on their own web servers, or by contracting with a 3rd party for hosting provider (this is what we have done using Podomatic). The iTunes Store houses a searchable directory of podcasts, to which your podcast feed can be submitted.

You can submit your podcast for consideration to iTunes from your RSS feed. Open iTunes. Go to Podcasts then Click on Podcast directory at the bottom right of the page. Scroll to the bottom of the page and click on submit a podcast. You then enter the podcast feed url and continue. More detailed instructions are here:

<http://www.apple.com/itunes/whatson/podcasts/specs.html>